

## Supplemental SF 424A Instructions

These supplemental instructions, as well as the Sample SF 424A, are provided to clarify how this form should be completed. In preparing the sample both the NRCS and Applicant are contributing equal amounts to the agreement. All figures included on this form are for demonstration purposes only.

Section A – Budget Summary: This section should include the total ***Federal funding in column (e) and Non-Federal funding in column (f). These totals should reflect the entire grant period. Columns (c) and (d) should be blank.***

Section B – Budget Categories: This section should include the total ***Federal funding in column (1) and Non-Federal funding in column (2). These totals should reflect the entire grant period.*** These figures are provided as examples only and do not represent how the proposed costs should be distributed. Columns (3) through (4) should be blank.

Section C – Non-Federal Resources: This Section should show the source of applicant's contribution for the entire grant period. If a portion of the contribution is provided by the "State" or an "Other Source", descriptive information in the budget narrative is required.

Section D – Forecasted Cash Needs: This Section should include the total amount of Federal and Non-Federal funding required during the first year of the grant. The sample assumes a grant with costs being expended evenly over the maximum allowed grant period of 3 years.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project: Column (b) should include the federal funds required during the second year of performance (this is the same as the first future year). Column (c) should include federal funds required during the third year of performance (this is the second future year). Columns (d) and (e) should be \$0.00, because the maximum grant period is 3 years.

Section F – Other Budget Information: Block 21 should include the total amount of the federal contribution. Block 22 ***should indicate type of indirect rate (i.e. fixed), the indirect rate, the estimated amount of the base to which the indirect rate is applied, and the total indirect expense.***

Budget Narrative: A budget narrative is required that describes how the Federal and Non-Federal funds will be expended. ***In-kind contributions and cash contributions should be identified and discussed in the budget narrative.***